



# Riverside Smart Code Specific Plan\* RFQ

\*Including PEIR, Northside Neighborhood Vision, and Master Planning Services for 179 Acres of Vacant Property

## Responses to RFP Questions

March 4, 2014

**Q1:** Please provide any details, as feasible, regarding the timing, format, and logistics for the interview sessions on Thursday, March 13th. We are particularly interested in understanding if any events will present logistical issues for our nonexclusive team members that may participate in the interviews.

**Answer:** The City recognizes that there sub-consultants that are members of the two (2) consultant teams selected for interviews. It is anticipated that the interview process outlined below will accommodate the sub-consultant overlap.

### Selection Committee Interviews:

On Thursday, March 13, the City's Smart Code Selection Committee will independently interview the two consultant teams. As outlined below, the City has allotted a total of 90 minutes for the Selection Committee to conduct the interview and evaluation of each team. This 90 period will be comprised of a brief introduction by the City, followed by a 30 minute presentation by the consultant team. A 30 minute question and answer period with the Selection Committee will be provided after the presentation. The remaining 30 minutes will be used by the Selection Committee members to internally discuss and score the proposals. The interview schedule is as follows:

Consultant Team	Selection Committee Interview Time
Opticos Design, Inc. w/Sargent Town Planning	8:30-10:00
The Planning Center   DC&E	10:30-12:00

All interviews will occur in the City Council Chamber.

Prior to the 8:30 AM interview, the Opticos team may assemble in the first floor lobby of City Hall, or in the breezeway outside of the City Council Chambers. City Staff will direct Opticos to enter the Council Chambers when the interview is ready to begin, at or shortly after 8:30 AM.

At the conclusion of the questions and answers portion of the interview, we will ask the entire Opticos team to leave the Council Chambers. To avoid confrontation and the sharing of information, we ask team members that are not part of the Planning Center/DC&E team to leave the City Hall premises.

Prior to the 10:30 AM interview, the Planning Center/DC&E team shall report to the Planning Division counter on the third floor of City Hall. The consultant team will be assembled in the 3<sup>rd</sup> floor's large conference room. This room will be available for consultant use beginning at 9:00 AM. Any subconsultant that is on both teams may rendezvous with the Planning Center team in the third floor conference room after the first interviews are over. At or shortly after 10:30 AM City staff will invited/escorted the Planning Center Team to City Council Chambers for the second interview.

# Riverside Smart Code Specific Plan RFQ

## Responses to RFP Questions

March 4, 2014

### Community Interviews:

In the evening the City will welcome the public to participate in the interview and evaluation process. The structure will be similar to the Selection Committee interviews in that there will be separate interviews of each consultant team, and there will be an opportunity for a consultant presentation followed by questions from the public. However, there will be no internal discussion by the public between consultant team interviews, the interview time for each team will be strictly limited to one hour, and the Consultant presentation will be limited to 20 minutes (rather than 30). The City believes a shorter presentation is appropriate because the public presentations should be less technical, and we expect the consultant will need additional time to respond to community comments. The Community Interview process will begin at 5:30 p.m., with a 15 minute introduction by City Staff, followed by the consultant presentations. The interview schedule is as follows:

Consultant Team	Interview Time
<b>The Planning Center   DC&amp;E</b>	5:45-6:45
<b>Opticos Design, Inc. w/Sargent Town Planning</b>	7:00-8:00

As with the Selection Committee interviews, we will ask the first consultant team to wait in the first floor of City Hall until directed to enter the Council Chambers and the second team shall assemble in the third floor conference room until directed. We will again ask representative from the first consultant team to leave the premises unless they are also a sub-consultant with the second team, in which case they may reconvene with the second team in the third floor conference room if time permits, or wait in the Council Chambers.

**Q2:** Please provide any details regarding budget requirements, also for the March 13th deadline. What level of detailed information (i.e. fee breakdown) will be required for City review?

**Answer:** The City has not defined the budget for the Smart Code planning effort. Rather, the City will review each proposal submitted to ensure that the scope of work proposed will achieve the high level of results expected, and that the consultant's effort is conducted with precision, accountability, and efficiency. To ensure accountability, the City expects the consultant to identify the cost of each task within the proposed scope of work, and substantiate the cost of each task based on the dedicated hours of each team member. This will require that the billable hours of each team member be provided (billable hours shall be inclusive of fringe benefits, overhead, etc.). Travel, meeting materials, reprographics, or other expenses shall not be included in the billable hours, and shall be identified separately.

**Q3:** Clarify the expectations for the number/type of CEQA documents. At the pre-bid the City Attorney indicated that she expected 2 separate documents, one for the Northside/179 acres and one for the Smart Code SP. However, other conversations suggested an alternative approach with one EIR being produced, with the developer for the 179 acre site responsible for environmental clearance of the Master Plan.

**Answer:** The City has not specified the number/type of California Environmental Quality Act (CEQA) documents to be prepared. The City's expectation is that the consultant define how

# Riverside Smart Code Specific Plan RFQ

## Responses to RFP Questions

March 4, 2014

their proposed scope of work will comply with State planning and development regulations, including CEQA. The City fully understands that there are numerous ways to approach environmental clearance, and therefore believes the environmental documents prepared by the consultant need to be based on the scope and task timeline proposed by the consultant. The expectation eluded to by the City Attorney during the pre-bid conference, specifically related to two (2) separate documents, is rooted in the fact that there will need to be some level of environmental clearance necessary for the City to take action on a master plan for the former Riverside Golf Club and Ab Brown Sports Complex, which is scheduled to occur within the project's first 18 months; whereas a more extensive environmental clearance is needed for the balance of the specific plan effort, which impacts nearly 20% of the City. Ultimately it is the City's objective to create an environmental document that provides a program level clearance for all development within the Smart Code area, such that the City can capitalize on the entitlement efficiencies of a form based code.

**Q4:** Does the City have existing partnerships or collaborative programs with any of its educational institutions for involving students in comparable planning, design, environmental, or related projects?

**Answer:** The City has a good working relationship with the education institutions for sharing information among staff and administration, however attracting and engaging students in the Planning efforts is a challenge. Currently, there is no formal process or program used to engage the student populations on a regular basis. There have been limited, targeted efforts to engage students in recent years. Specifically, the City reached out to UCR students in 2010 during a Student Entertainment Charrette, which focused on identifying desirable dining, shopping and entertainment/night life uses in and around the University Village area. The City also engaged students in 2012 to provide feedback on the types of retail, dining, and entertainment venues and attractions they would like to see in the Downtown area.

For the Smart Code Specific Plan, there will be a concerted effort to attract a broad spectrum of the population, including students from the various colleges and universities. The selected consultant should be prepared to attract and engage the student populations using creative "out-of-the-box" methods and strategies. The City is particularly interested in seeing a results oriented process that retains the interest of community members throughout the Smart Code project.

**Q5:** Has the City completed a formal assessment of the strengths and weaknesses of the adopted Specific Plans?

**Answer:** There has been no formal assessment of the existing specific plans that would be affected by the Smart Code Specific Plan. However, City leadership and staff, as well as the development community, can likely identify flaws, inadequacies, or complications with the content or development standards of the existing specific plans during the Smart Code planning effort. Additionally, the affected specific plans range in age from 1984 to 2009, with most dating back to the early 1990s. As a result, community visions in the plans may have changed, or there may have been evolutions in environmental, social, technological, architectural, and spatial planning that have not been adequately addressed. On the other hand, there may be elements of existing specific plans that are still valid today, including

# Riverside Smart Code Specific Plan RFQ

## Responses to RFP Questions

March 4, 2014

community visions and historic considerations. The City expects one of the primary tasks of the Smart Code effort will be the evaluation of strengths and weaknesses of existing specific plans, and a determination/verification of community visions for each sub-community.

**Q6:** Does the City anticipate periodic study sessions/periodic updates with the City Council, Planning Commission, and/or other boards and commissions in addition to the formal public hearings?

**Answer:** Although a schedule has not yet been established, it is anticipated that both the Planning Commission and the City Council would request periodic updates from City staff, and possibly consultant staff, at key milestones throughout the development of the Smart Code Specific Plan and Northside Vision and Master Planning. If the consultant believes that their proposed budget will not accommodate periodic updates they may include separate line items to accommodate optional meetings and updates.

**Q7:** Does the City have the capability for video recording and/or broadcasts of public meetings/workshops not conducted at City Hall?

**Answer:** The City has a Media Production Division that can provide assistance with videography and internet streaming video both at City Hall and at other venues as needed.

**Q8:** Please clarify the role of the District/Neighborhood Revitalization leader.

**Answer:** It is envisioned that this individual would assist the City in identifying underperforming or underutilized districts, neighborhoods, properties, intersections, gateways, etc. that are in need of revitalization and provide recommendations for improvement. Recommendations should be consistent with the community vision created for a specific area and should preserve and enhance established residential neighborhoods, accommodate a variety of mobility choices, and remain sensitive to potential cultural considerations.